Subject: Re: SPBID: PST format to save emails
From: Ellen Riotto <ellen@southpark.la>
Date: 7/13/17, 10:36 AM
To: Katie Kiefer <katie@southpark.la>

Let's check in on this today. I'm in for the next hour.

From: Carol Humiston <chumiston@bglawyers.com>
Date: Thursday, July 13, 2017 at 8:09 AM
To: Katie Kiefer <katie@southpark.la>
Cc: Ellen Riotto <ellen@southpark.la>
Subject: Re: SPBID: PST format to save emails

Yes it is a hassle and time consuming to copy the emails from the PST format and save them in a PST format, but that does not mean you do not have to do it. That is why I suggested in my draft response that he has to pay for it. It is significantly faster to store in msg (I tried both processes just to see) and that is a format he will accept but ...then there is no cost to him.

Carol Ann Humiston, Esq.
Bradley & Gmelich
700 N. Brand Blvd., 10th Floor
Glendale, CA 91203
(818) 243-5200 Telephone
(818) 243-5266 Fax
Chumiston@bglawyers.com
www.bglawyers.com

On Jul 13, 2017, at 7:52 AM, Katie Kiefer <katie@southpark.la> wrote:

> carol - see below PST input from our IT. They also explained to me, the Windows version of Outlook can export your email (even if that email resides on office 365) to a PST file.
>
> In cases where the end user only has a Mac, we can either:

a) assist you in getting a Windows PC, load your email on it, then assist in learning how to export to PST

b) do the work for you on one of our own PC's at your direction.

I'm gathering that yes, PST is a format to save emails but since it is not a format that our office uses that we arent obligated to use that format (6253.9(a)(2). Our IT makes it seem like a hassle to save in PST, especially for the 3 out of 4 staff using Macs. Does your IT agree?

Katie Kiefer
South Park BID
1100 S. Flower St., Suite #3400, Los Angeles, CA 90015
o. 213 663 1120

24/7: 866 560 9346

Begin forwarded message:

> **From:** Adam Harvey <aharvey@estream.com>
> **Date:** July 12, 2017 at 10:46:53 PM PDT
> **To:** Katie Kiefer <katie@southpark.la>, Michael Wallace <mgwallace@estream.com>
> **Cc:** Peter Northcott <pnorthcott@estream.com>, Grant Moncur <gmoncur@estream.com>
> **Subject: RE: SPBID: PST format to save emails**
>
> Katie –
>
> This is done by adding another data file (pst) to your Outlook profile. Then you can drag copies of said emails into the PST file. I am not sure if you can do this on a Mac version of Outlook. You may be able to do this on the newest version 2016, but previous versions did were not able to use PST's.
>
> Michael or Peter should be able to assist you with this if needed as I am out of the office tomorrow. I should be back in on Friday. We may be able to get you setup and show you how to start moving emails over.
>
> The below article explains a little on how to do this. Again, not sure if this is a feature for the Mac Outlook.
>
> https://support.office.com/en-us/article/Create-an-Outlook-Data-File-pst-to-save-your-information-24e6eafe-5700-4994-99e6-1783f556bbd2

Cheers,
Adam Harvey

eStream IT Support
949-900-0415 Team
949.900.0405 Direct
949.421.7993 Cell

From: Katie Kiefer [mailto:katie@southpark.la]
Sent: Wednesday, July 12, 2017 20:54
To: Michael Wallace <mgwallace@estream.com>
Cc: Adam Harvey <aharvey@estream.com>; Peter Northcott <pnorthcott@estream.com>; Grant Moncur <gmoncur@estream.com>
Subject: Re: SPBID: PST format to save emails

If someone wants to request email copies from us and they're requesting PST format, how does one pull an email in that format?

Let's say this, when email copies are requested we save them as PDF. I've never saved emails any other way.

Katie Kiefer
South Park BID
1100 S. Flower St., Suite #3400, Los Angeles, CA 90015
o. 213 663 1120

24/7: 866 560 9346

On Jul 12, 2017, at 4:24 PM, Michael Wallace <mgwallace@estream.com> wrote:

> Katie,
>
> The PST file is the heart of Outlook as these are were the users profiles (email accounts) are setup to store all email messages, contacts, calendar events, tasks, etc. So this file is an important file. If there is anything else you need please let us know.
>
> Thanks.
> --
> Michael Wallace
> eStream Inc.
> Team: 949-900-0415

From: Katie Kiefer [mailto:katie@southpark.la]
Sent: Wednesday, July 12, 2017 3:46 PM
To: Adam Harvey <aharvey@estream.com>; Michael Wallace
<mgwallace@estream.com>; Peter Northcott
<pnorthcott@estream.com>; Grant Moncur
<gmoncur@estream.com>
Subject: SPBID: PST format to save emails

Got an odd question:

What is PST format? PST format is what Outlook uses to store emails
supposedly? I am clueless on this topic.

THX for the needed insight.

Katie Kiefer
Director of Operations
<image001.png>
South Park Business Improvement District
1100 S. Flower St., Suite #3400, Los Angeles, CA 90015
katie@southpark.la | o. 213 663 1120
southpark.la | Facebook | Twitter | Instagram

24/7 DISPATCH: 866-560-9346